

REQUEST FOR VIDEOS

MAIL TO: Missouri Department of Health and Senior Services
Video Library
323 Veterans Lane
PO Box 570
Jefferson City MO 65102-0570


INSTRUCTIONS

- **TYPE or PRINT.** Please list the videos in order by showing date(s). Fill out the bottom of the form completely. Requester's signature is required. If you have any questions you may contact the Video Library at (573) 751-6048.
- **Submit the white and canary copy** to the above address or fax to (573) 751-1574 at least ten (10) days in advance of the date you plan to show the video. After we receive your request the canary copy will be sent back to you with a confirmation.

[illegible]

VIDEOS ARE OVERDUE IF NOT RETURNED IMMEDIATELY AFTER YOUR SHOWING DATE. VIDEOS MUST BE RETURNED BY INSURED MAIL. YOU ARE RESPONSIBLE FOR LOST OR DAMAGED GOODS.

PLEASE SEND VIDEO TO:

NAME		ORGANIZATION	
STREET ADDRESS (REQUIRED FOR DELIVERY PURPOSES)		P.O. BOX NO.	TELEPHONE NO. ()
CITY		STATE	ZIP
REQUESTER'S SIGNATURE 		DATE	THIS SPACE FOR OFFICE USE ONLY
REQUESTER'S COMMENTS:		DATE VERIFIED: _____ COMMENTS:	

Missouri Department of Health and Senior Services

Audio Visual Program

Procedures for Requesting Videos

Due to the high demand for audio visuals from all Missouri residents and the high cost to replace them, we will not allow more than five videos to be checked out during any one period of time. All videos must be returned before your next reservation will be shipped to you.

Submit requests for audio visuals at least ten business days prior to the date of your showing. We will accept reservations up to, but not more than, three months in advance. Videos are sent by UPS (United Parcel Service) six days prior to your scheduled showing.

Videos may be borrowed by Missouri residents.
We will not loan materials outside the State of Missouri.

Mail your request to: Missouri Department of Health and Senior Services
 Audio-Visual Unit
 PO Box 570
 Jefferson City MO 65102-0570

or fax a copy of your request to (573) 751-1574.

1. Some videos have similar titles. Please include the complete title of the requested video and the six-digit title number located in the upper left corner of each video description. This will ensure that you receive the correct one.
2. Be sure to enter the date(s) you plan to show the video (for example 12/1/02 - 12/10/02) and an alternate date in case the video is not available at that time.
3. Include your name, your organization, the street address (for UPS delivery use), PO Box, City, State, Zip, and phone number.

It is the borrower's responsibility to return all materials promptly including teacher's guides and handouts, as well as to pay for any lost or damaged resources due to negligence or mailing error.

All resources are inspected before they are sent out. If you receive damaged material, please contact our office as soon as possible so that appropriate action is taken.

1. Each audio visual should be adequately packaged for return to avoid damage during shipping.
2. **Do not** write on or label audio visual boxes that you receive wrapped in brown paper. These boxes are used to store the videos and must be kept in good condition. When returning them, you should rewrap the boxes in brown paper, then label appropriately.
3. **Audio visuals must be returned by UPS, Insured Mail, or hand delivery.** Return immediately after your last scheduled showing to ensure the resources will be available to the next scheduled user. We recommend insuring the returning parcel for \$300 and advise against the use of Book Rate or Fourth-Class postal rates.

We reserve the right to suspend borrowing privileges for chronic disregard of the procedures listed above.

Please call (573) 751-6048 if you have questions.

For information on other audio visuals available, you can request an audio visual catalog or access the catalog electronically at <http://www.dhss.mo.gov/warehouse/AudioVisualCatalog.htm>.

To order *The Debilitator* film use the following number and title:

VH004878 The Debilitator (for VHS format)
DV0007 The Debilitator (for DVD format)